

Contact Information Implementation Fact Sheet

Data Standard:

Contact Information

Description:

The standard specifies the basic information needed for contacting an individual or organization. The purpose of the standard is to provide clear and concise identification of point of contact names and organizations, mailing and geographic addresses, and communication information.

Requirements:

1. System managers must modify the data exchange formats to conform in name, definition, and format to the applicable standard data elements.
2. System managers must ensure that their systems are capable of accepting information that meets the definition and format requirements specified in the standard.
3. System managers must be able to map their applicable system data elements to the standard data elements.

Implementation Date:

Applicable Systems: June 30, 2005, or when systems re-engineer, whichever is earlier. New systems should conform during the development process.

The standard applies to Agency information systems that exchange data contained in the Contact Information Data Standard with other Agency or partner systems.

More Information:

Contact Information Data Standard

<http://www.epa.gov/edr/fcontact.pdf>

Business Rules for the Contact Information Data Standard

<http://www.epa.gov/edr/fcontactbr.pdf>

Procedures for Requesting a Data Standard Conformance Waiver

<http://www.epa.gov/edr/waiverprocess.pdf>